



Ankita Singh

PGDM in Human Resource with Analytics Minor- Equipping for Human Resource Management

CAREER OBJECTIVE

To lead HR initiatives that drive organizational success through effective talent acquisition, retention, and development strategies aligning with the company's strategic goals and objectives and my growth.

INDUSTRY PROJECT(S)

Organization- BZ Consultant

Designation- Recruiter Manager (1 month)

Outcome- As part of my responsibilities, I was entrusted with recruiting HR and sales interns for specific positions through strategic job postings across various online platforms. I crafted compelling advertisements to attract and engage highly qualified candidates.

Organization- D Square Consulting Services Pvt Ltd

Designation- HR Generalist (3 months)

Outcome- Responsibilities include recruitment, onboarding, employee relations, performance management, and ensuring compliance with employment laws. The role also involves benefits administration, training coordination, and contributing to organizational strategy. Strong communication skills and a solid understanding of HR policies are essential for success in fostering a positive work environment and aligning human capital with business objectives.

ACADEMIC PROJECT(S)

Topic: Research Incubation (RI) in I.T Industry

Objective: Work flexibility impacts team productivity due to challenges in balancing work & personal commitments, affecting performance. *(Project in progress)*

Topic: Industry Analysis (Advertising and Media Industry)

Summary: Conducted research on the current state of the Indian Advertising and Media Industry about its Health.

Organization: Bata

Topic: Design Thinking

Summary: Evaluated Bata's operations and detected areas that require improvement to resolve any challenges it may face.

PROFESSIONAL QUALIFICATIONS

Post Graduate Diploma in Management in Human Resource | Analytics Minor |

Jagdish Sheth School of Management | Class of 2024 | **CGPA: 6.92**

Bachelor of Arts | Bokaro Mahila College | 2021 | **CGPA : 7.26**

EDUCATION

Higher Secondary with Science | Jharkhand Academic Council | 2017 | **55.6%**

Secondary School | Guru Gobind Singh Public School | 2015 | **CGPA: 7.6**

ACCOMPLISHMENTS & ACTIVITIES

- **HR Head** for Kanyathon, a charity event to save girl children, and contributed towards corporate sales and sponsorship.
- **Cultural Vice President** served and organized various cultural events for my university.

Jagdish Sheth School of Management
(Accredited by AICTE, NBA, and AACSB)

COMPETENCIES

Drive in Results
Interpersonal Communication skills
Resources Optimization

TECHNICAL SKILLS & CERTIFICATIONS

Microsoft Power BI Desktop for Business Intelligence from *Udemy*
Marketing Mix Fundamentals from *Coursera*

INTERESTS & HOBBIES

Dancing
Drawing and doodling
Travelling

REACH ME AT

MOBILE NUMBER

+91 96088 02348

Email Id

ankitariyasingh99@gmail.com

LinkedIn Profile

<https://www.linkedin.com/in/ankita-singh-36ba4923a/>

Domicile

Bokaro Steel City, Jharkhand

LANGUAGE

English & Hindi (Reading, writing, and speaking)